

MEETING MINUTES

ATTENDEES: Hope Kramer, Jeff King, Guy Storms, Howard Sullivan, Kelly Marks, Bruce McVean, Tim Budelman, Mark Nakajima, Eduardo Corona, James Draznin, John Hayes, Brian Wilbur, Elena Uhing, Justin Norman, John-Michael Kowertz, Zach Barrer.

CITY STAFF: Michael Sykes.

ALSO ATTENDING: Eddie Rios (Reporter for the Oregonian), Rob Drake (City Manager for the City of Cornelius).

1. CALL TO ORDER:

The meeting was called to order @ 12:09 p.m. by EDC Chair Tim Budelman.

2. CITIZEN COMMUNICATION:

None.

3. APPROVAL OF EDC MINUTES FROM FEBRUARY 6TH, 2014:

Brian Wilbur moved to accept the minutes as presented. Kelly Marks seconded the motion. The minutes passed unanimously.

4. ADDITIONS / DELETIONS & STAFF SUMMARY:

Jeff King stated that the RFQ for the Times Litho project will go out next week. He said that at first the City will ask for a letter of interest, and a list of qualifications from interested contractors. After that the next step will be to release an RFP. Jeff then reported that the urban renewal project was brought before the City Council and they have approved for the project to move forward with the next steps which will be to create an agency. This agency will set up parameters and an overall plan for the program. If the plan is approved by the City Council in June, then the program will be up and running as soon as possible. Elena Uhing mentioned that there will be no new staff added to facilitate this program. The program will be managed by staff that are currently employed by the City.

5. BUSINESS:

A. McMENAMIN'S HOST UPDATE:

**ECONOMIC DEVELOPMENT COMMISSION
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McMenamin's has a new property manager named Zach Barrer. He attended today's meeting and introduced himself to the group. Zach began working @

The Grand Lodge on January 15th, 2014. He reported that the Wedding Expo that was held on March 1st was a great success with approximately 200 people in attendance, and that the Expo resulted in \$11,500.00 worth of guaranteed bookings for upcoming weddings to be held @ The Grand Lodge. Zach also mentioned that they will be celebrating The Grand Lodge's 92nd birthday on March 8th, and that of course they are looking forward to St. Patrick's Day this month on the 17th, as there is always a big celebration and great turn out for that holiday.

B. CHAMBER UPDATE:

Howard "Butch" Sullivan gave a brief update. He said that the annual Chamber auction was held last Saturday and was a great success. They were able to raise approximately \$36,000.00 from the auction. He thanked several people for their help in making the auction a success. The Chamber is looking into hiring an additional staff member at this time, which would allow Butch to have the freedom to be out and about in the community more often.

C. COMMUNITY ENHANCEMENT PROGRAM (CEP) GRANT:

Jeff asked the Commission what their thoughts would be in regards to pursuing this grant. Jeff said the grant would be written through the Tourism Committee, and that if the money is granted, that a possible use of the funds might be to create a weekly flier to circulate throughout the City, or a website highlighting food services in Forest Grove. Jeff also mentioned that if the EDC could secure this grant, that Travel Oregon has a program where they match grants, which could be applied for as well, and essentially would double the grant money. Jeff said that the CEP applications are due on March 21st, 2014. After some discussions and questions from the group, EDC Chair Tim Budelman asked for a motion to move forward with writing and pursuing the CEP grant. John Hayes made the first motion to pursue the grant, and Mark Nakajima seconded the motion. The motion passed unanimously.

D. GUEST SPEAKER MIKE MILLER, CFO OF LIEB FOODS:

The speaker scheduled for today, Mike Miller, was unable to attend today's meeting due to medical reasons. Instead, Rob Drake, who is the City Manager for the City of Cornelius, offered to give a brief, impromptu update on the City of Cornelius. First Rob reported that he has been very busy working with

the Cornelius Police Department on revamping and rebuilding the department. He said it feels like Cornelius has become less politically driven, and more

community driven in recent years. He mentioned that Cornelius used to have an economic development commission of their own, but that it had disbanded in 2010 or 2011, the same time that the Cornelius Chamber of Commerce disbanded. He said that Cornelius is very interested in working with the City of Forest Grove to strengthen the economy on the west side of Washington County and the Portland Metro area. Rob explained that the construction project that is currently taking place on Baseline Road should be finished by Summer of 2014. He said when all of the construction is finished, it will look like the improved areas on Adair Street. He continued by stating that Cornelius has also been awarded a grant to improve 10th Avenue. This grant will be used to help industrial traffic move more easily through the city. Rob added that the decision made by Cornelius and Forest Grove to merge the two municipal courts and use the same judge has proven to be very successful, and noted that he feels the merger of the two Chamber of Commerce offices was a very good move as well.

E. STRATEGIC PLAN UPDATE:

Jeff King referred to the tourism hand out that was included in this meeting's packet. He briefly went over the main points on the hand out, and said that communications and marketing are the main focus within tourism, with an emphasis on promoting amenities as well. The next area of focus will be small business.

F. BOARD VACANCIES & NEW MEMBERS:

Jeff reported that at this time there is only one vacancy left, and the commission will need to discuss and decide which direction they would like to go when filling this last spot.

6. COUNCIL COMMUNICATIONS:

Elena Uhing said that the City Council had their retreat last weekend to discuss 2014 goals and objectives. She mentioned that the Westside Economic Alliance will be having their State of the County address on March 13th, 2014 @ the Nike Campus in Beaverton from 7:30 a.m. – 9:00 a.m. Elena also reminded everyone that the City's budget process for the next fiscal year begins in April, and that the

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exact dates are posted on the City's website. Next, Elena shared a bit of City news mentioning that the Light & Power Department recently hired an electrical

engineer named Chris Knotts, the police department is in the process of changing to a new information system which will allow them to link to all other Oregon & Washington state cities, and that the fire department is in the process of interviewing for a new volunteer fire fighter.

7. STAFF & BOARD MEMBER COMMUNICATIONS:

None.

8. ANNOUNCEMENT OF NEXT MEETING:

EDC Chair Tim Budelman announced that the next meeting of the Economic Development Commission will be on Thursday April 3rd, 2014 @ 12:00 noon in the Alice Inkley Room @ McMenamin's Grand Lodge.

9. ADJOURNMENT:

EDC Chair Tim Budelman adjourned the meeting @ 1:25 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: _____
EDC Chair